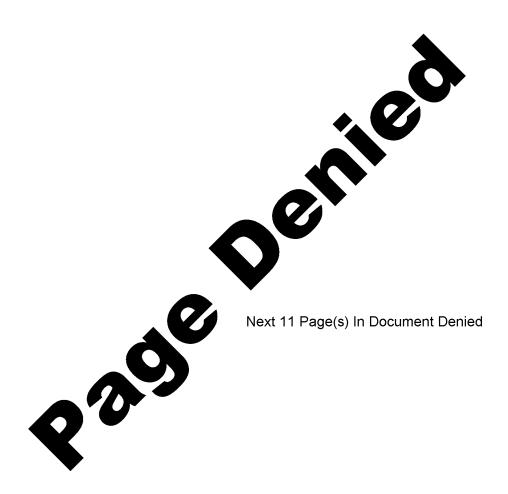
		OTE 85-1613
MEMORANDUM FOR:	Members, Agency Training Steer	ing Committee
FROM:	Director of Training and Educa	STAT
SUBJECT:	Review of OTE Curriculum	
1. Each year, the Office of Training and Education (OTE) conducts a rigorous review of its entire curriculum. This process is designed to ensure that courses and programs remain relevant and useful to the consumer and to ensure the highest quality of instructional technique. 2. OTE begins this fiscal year with a curriculum which calls for 208 separate and distinct courses (Attachment A), not including language training. Seventeen courses will be dropped (Attachment B) while 42 new courses will be added (Attachment C). In addition, OTE has identified nearly 50 courses which will receive an intensive evaluation (Attachment D). 3. Finally, OTE will conduct several training needs surveys (Attachment E). Such surveys are designed to determine precise training needs for particular Agency components or directorates or for identifying the needs of a particular audience, for example, Agency managers.		
		STAT
Attachments		
OTE/ADC	(12 November 1985)	STAT
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Needs Surveys (FY 1986)

DO - in progress

DA - January 1986

OP (Recruiters) - in progress

Office of Finance - in progress

EEO - in progress

Log - in progress

Off Campus - in progress

Management Training - in progress

Regional Studies - in progress

S&T Need Assessment on multi-cultural work force

S&T Feasibility Study on use of computer-based training